

**Cragin Memorial Library Board of Trustees**  
**Regular Meeting of September 7, 2010**  
**Cragin Memorial Library**  
**Minutes**

**Present:** Mary Ellen Mahoney, Chair; Celia Conrad, Treasurer; Alyssa Soby, Secretary; Ron Goldstein; Rev. Linda Barnes.

**Absent:** Edwin Cragin; Jeffry Mathieu, Principal of Bacon Academy; Victor Horvitz; Julianna Cameron; Gregg Schuster, First Selectman.

**Also in attendance:** Kate Byroade, Director.

**1. Call to Order**

Mary Ellen Mahoney called the meeting to order at 6:42 P.M.

**2. Minutes**

The Board of Trustees reviewed the minutes from the Regular Meeting of June 1, 2010.

**Motion:** Ron Goldstein, to accept the minutes.

**Seconded by:** Linda Barnes.

**Vote:** Approved unanimously.

**3. Treasurer's Report**

Celia Conrad provided the Treasurer's Report.

- The July balance of the Trust was \$195,129.62.
- The balance of the Fuchs American Century book fund was \$13,199.77 as of June 30, 2010.
- The balance of the Sylvia Liverant ING Book Fund was \$12,601.87 as of June 30, 2010.
- The balance of the Israel Liverant Banknorth Book Fund was \$5,470.79 as of July 19, 2010. This account was closed, as it was not earning significant interest. The funds (now \$5,471.03) were deposited into the checking account until the Board could review two investment options from Rob Tarlov (American Century and Barclays).
- Rob Tarlov provided two hardcopy reports: an economic review for the second quarter, and a current review for the period 7/24/09 - 7/23/10.
- Celia Conrad will pay the liability insurance bill for the Board.

Celia Conrad asked the Board to decide how to invest the Israel Liverant Book Fund. Alyssa Soby asked about the relative merits of each option. Ron

Goldstein suggested authorizing Celia Conrad and Mary Ellen Mahoney to speak with Rob Tarlov and make a decision.

**Motion:** Mary Ellen Mahoney, for the Board of Trustees to approve Rob Tarlov's recommendation given to Celia Conrad with regard to the \$5,471.03 from the Israel Liverant Book Fund.

**Seconded by:** Ron Goldstein.

**Vote:** Approved unanimously.

[Note: no motion was made to accept the Treasurer's Report.]

#### **4. Old Business**

##### **a. Discussion of quotes for signage.**

Kate Byroade had reached out to the sign company recommended by Julianna Cameron, AB Graphics. AB Graphics had declined to submit a quote for the outdoor sign. Only one vendor (Signs of All Kinds, the vendor originally approached) had provided a quotation for the outdoors sign (\$750).

This vendor would repaint the sign using auto enamel, which has a lifespan of approximately 10 years. The only more durable option would be granite.

Kate Byroade had checked with the Historical Commission. Because none of the attributes of the sign (placement, design, material) would be changed, the sign can be repainted without requiring a review.

AB Graphics had provided a quote of \$900 for the interior signage previously discussed.

The Board discussed whether \$750 was a reasonable figure for the outdoor sign, and Ron Goldstein suggested reviewing the quotation with Greg Plunkett.

**Motion:** Ron Goldstein, to approve Signs of All Kinds, subject to approval by Greg Plunkett.

**Seconded by:** Celia Conrad.

**Vote:** Approved unanimously.

[Note: no motion was made with regard to interior signage.]

##### **b. Discussion of quotes for exterior painting.**

Greg Plunkett had assisted Kate Byroade in obtaining three quotes for painting the exterior trim and window frames. Lead abatement had been done when the new building was constructed, so the quotes were lower

than expected: \$7,200 - \$7,900. Because the project would not meet the \$15,000 threshold, it could not be considered a capital improvement project by the town.

Kate Byroade suggested two options: use Zagray money to do the work immediately, or try to get the work approved in the next year's annual operating budget.

Ron Goldstein said that this work is an obligation of the Town of Colchester. Alyssa Soby asked whether the Library would run any additional risks by waiting. Kate Byroade replied that the work could probably wait, and that she had talked to Kathy Pompeii (Board of Finance liaison to the Board of Trustees) about it in advance.

## **5. New Business**

### **a. Discussion of staircase flooring options.**

Kate Byroade had spoken with the carpeting contractor who had redone the Storytime Room with regard to the stair carpet that is showing signs of wear. She had reviewed samples of rubber flooring. However, rubber flooring has only a 5-year warranty, and may separate from the concrete stairs over time. Carpet will not separate, and has a longer (10-year) warranty. This contractor quoted carpet at \$4,189 and rubber flooring at \$5200.

Kate Byroade suggested that the Library consider a slightly higher quality carpet than is currently used. Celia Conrad noted that the original carpet was custom-designed to match architectural details of the building.

Alyssa Soby asked about creating a five-year list of facilities projects that will be required. Ron Goldstein noted that the Board of Finance responds favorably to maintenance plans. Alyssa Soby commented that data on the costs of corrective maintenance versus preventative maintenance could be used to support the budget proposal.

Kate Byroade noted that Roland is nursing along the HVAC system.

### **b. Review of letter of engagement from Coletta and Coletta CPA.**

Mary Ellen Mahoney reviewed a letter of engagement from Coletta and Coletta CPA, to perform tax services for the Board of Trustees for 2010.

**Motion:** Celia Conrad, to accept the engagement letter from Coletta and Coletta CPA.

**Seconded by:** Linda Barnes.

**Vote:** Approved unanimously.

## **6. Director's Report**

Kate Byroade provided the Director's Report and circulation statistics. [Note: Report and other documents will be attached, once received electronically.]

[Note: Ron Goldstein left at 7:42 P.M.]

**Motion:** Alyssa Soby, to accept the Director's Report.

**Seconded by:** Mary Ellen Mahoney.

**Vote:** Approved unanimously.

## **7. Adjournment**

**Motion:** Mary Ellen Mahoney, to adjourn the meeting.

**Seconded by:** Alyssa Soby

**Vote:** Approved unanimously.

The meeting was adjourned at 7:56 P.M.

The next meeting of the Board of Trustees will be on Tuesday, December 7, 2010 at 6:30 P.M. in the Cragin Memorial Library.